

**APPLICATION FOR USE OF FACILITIES IN LEIGHTON HILL COMMUNITY HALL**  
**租用禮頓山社區會堂設施申請書 (FAX 傳真) : 2147 0465**

Section A 甲部

To: Officer in charge, Leighton Hill Community Hall 禮頓山社區會堂 主管  
 致 \_\_\_\_\_

1. Applicant 申請機構

Name 名稱: (English) (英文) \_\_\_\_\_

(Chinese) (中文) \_\_\_\_\_

Address 地址: \_\_\_\_\_

Tel. No. 電話 \_\_\_\_\_ Fax No. 傳真 \_\_\_\_\_

2. Co-organizer (Please fill in if appropriate) 協辦機構 (如有請填寫)

Name 名稱: (English) (英文) \_\_\_\_\_

(Chinese) (中文) \_\_\_\_\_

Address 地址: \_\_\_\_\_

Tel. No. 電話 \_\_\_\_\_ Fax No. 傳真 \_\_\_\_\_

3. Date of function 活動舉行日期:

(A) Date: \_\_\_\_\_ Time: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
 日期 \_\_\_\_\_ 時間 由 \_\_\_\_\_ 上/下午至 \_\_\_\_\_ 上/下午

(B) Date: \_\_\_\_\_ Time: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
 日期 \_\_\_\_\_ 時間 由 \_\_\_\_\_ 上/下午至 \_\_\_\_\_ 上/下午

4. Description of activity to be held 擬舉辦活動簡介:

Name of function: (English 英文) \_\_\_\_\_

活動名稱  
 (Chinese 中文) \_\_\_\_\_

Objectives: \_\_\_\_\_

目的

Target Groups served: \_\_\_\_\_ Estimate No. of participants: \_\_\_\_\_

服務對象 \_\_\_\_\_ 預計參加人數

Admission charges: Yes  If yes, please state the amount chargeable per head \_\_\_\_\_ and  
 收費 \_\_\_\_\_ submit the budget. 若須收費，請說明每位參加者須繳費 \_\_\_\_\_ 及  
 提交財政預算表。

No

5. Facilities applied for 申請租用的設施：

Venue 場地	租用時間 (請清楚列明租用各項設施之時間，以計算使用各項設施之費用) Please specify the booking time for calculating the fee charges		Charges 收費 <small>(For Official use 由本處填寫)</small>
	From 由	To 至	
Hall 會堂 基本收費 - \$82 空調收費 - \$105	am/pm	am/pm	HK\$
Lighting Panel 會堂之燈光控制板 收費 - \$16	am/pm	am/pm	HK\$
Dressing Room (F) 化妝室 (女) 基本收費 - \$5.5 空調收費 - \$6.5	am/pm	am/pm	HK\$
Dressing Room (M) 化妝室 (男) 基本收費 - \$5.5 空調收費 - \$6.5	am/pm	am/pm	HK\$
Conference Room 會議室 基本收費 - \$40 空調收費 - \$11 (如活動非會議，請列明租借會議室之原因)	am/pm	am/pm	HK\$
Stage Meeting Room 舞台會議室 基本收費 - \$44 空調收費 - \$10	am/pm	am/pm	HK\$
Badminton Court 羽毛球場 基本收費 - \$59 空調收費 - \$105	am/pm	am/pm	HK\$
Total amount 總額			HK\$

The above rate will be charged per hour.

上述費用以每小時計

The facilities list will be provided together with the confirmation of the application.

\*如需使用其他禮堂設施，可於申請獲批准後填寫禮頓山社區會堂設施表。

6. Application for exemption from payment of charges: Yes/No

是否擬申請豁免收費：是  否

7. I hereby declare that I / and co-organizer\* belong to one of the following groups of organizations: (Please delete as appropriate) 機構現謹聲明本機構／協辦機構是屬於以下的其中一類團體：(\*請刪去不適用者)

Applicant 申請機構	Co-organizer 協辦機構	Please "✓" the appropriate box (請在適當的空格上填上「✓」號)
<input type="checkbox"/>	<input type="checkbox"/>	1. Subvented welfare agencies 資助福利團體；
<input type="checkbox"/>	<input type="checkbox"/>	2. Subvented educational institution, subverted schools or non-profit making schools 資助教育機構、津貼學校或非牟利學校；
<input type="checkbox"/>	<input type="checkbox"/>	3. Offices of the Legislative Councillors and District Councillors 立法會議員辦事處和區議員辦事處；
<input type="checkbox"/>	<input type="checkbox"/>	4. Charitable organizations 慈善團體；
<input type="checkbox"/>	<input type="checkbox"/>	5. Non-profit making organizations (Note: Please submit valid supporting documents or the organization's constitution) 非牟利團體(註：請提交有效證明文件或會章)；
<input type="checkbox"/>	<input type="checkbox"/>	6. Local committees recognized by the Government 政府認可地方委員會；
<input type="checkbox"/>	<input type="checkbox"/>	7. Government Departments 政府部門。

(If more than one co-organizer, please use a separate sheet to list out their groups of organizations as required above.  
如多於一個協辦機構，請按以上要求另總列出它們所屬的團體類別。)

I understand that in applying for exemption for payment of charges, the applicant and the co-organizer (if any) should satisfy the conditions set out in Annex II and should not take any profit out of the activity.

本人明白如申請豁免收費，申請人及其協辦機構(如有)必須符合租借守則(五)，並不可從活動中賺取利潤。

8. I hereby certify that I have read and agreed to observe the conditions for use the above facilities.  
本人已細閱「禮頓山社區會堂設施租借守則」中所載租用上述設施的條件，並同意遵守各項規定，特此聲明。

Signature 簽署 : \_\_\_\_\_

Name 姓名 : \_\_\_\_\_

Position 職位 : \_\_\_\_\_

Date 日期 : \_\_\_\_\_

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Official stamp of Agency  
(applicable for Applicant)  
Organisation only  
申請機構正式印鑑  
(只適用於以機構名  
義提出的申請)

Note 備註：

Information in this form will be used for assessment of application, notification of results, compiling utilization rates, collection of fees (if any) and record keeping purposes.

本表格所載的資料，將會用作評估申請、知會申請結果、編算使用率、徵收費用(如需要的話)以及紀錄備存之用。